

INTELLIGENCE COMMUNITY STAFF

31 July 1979

Staff Announcement

SENSITIVE DOCUMENT CONTROL PROCEDURES

1. In order to further implement the 28 September 1978 Staff Announcement concerning Sensitive Document Control procedures, a "SEGREGATED DOCUMENT" stamp has been devised to mark those documents for segregated storage.
2. Designated Document Control Officers should determine whether an incoming, outgoing, or internal document is classified within the "Comprehensive" or "Segregated" category. The cover sheet will then be stamped "SEGREGATED DOCUMENT" and included in the office inventory.
3. All Top Secret ~~collateral~~ material is considered to be in the "Comprehensive" or "Sensitive" category. Other documents include, but may not be limited to, NFIP and budget decision letters, collection plans, collection studies, and analyses.
4. Further questions concerning the above should be directed to Chief, Registry,

Chief, Administrative Staff

*Does
Segregated
Comprehensive
Sensitive*